

<p style="text-align: center;">CM/ECF</p> <p style="text-align: center;">User's Guide</p> <p style="text-align: center;">Part 2</p> <p>US Bankruptcy Court, Southern District of Iowa</p>	Chapter
	Processing New Cases
	Section
	Bankruptcy – Open Case in CM/ECF

Use Open a BK Case option to enter the case directly into CM/ECF. The petition **must** be in PDF format before opening the case. The PDF document includes the petition, schedules, summary page, statement of financial affairs and disclosure statement of debtor's counsel. Refer to the filing requirement on our website at www.iasb.uscourts.gov.

Caution: DO NOT file or attach a Chapter 13 Plan, Application to Pay Filing Fees in Installments or the matrix as part of the petition and schedules PDF document. These documents are filed **separately** after filing the petition/schedules.

If you are using petition software, check with your vendor to determine if the software is CM/ECF compatible and how you can upload the petition into CM/ECF. Refer to Sections Bankruptcy – Upload Case into CM/ECF or Bankruptcy – Upload case from Bankruptcy Software.

STEP 1	Select Bankruptcy (from Main Menu)
STEP 2	Select Open a Bk Case

Open New Bankruptcy Case



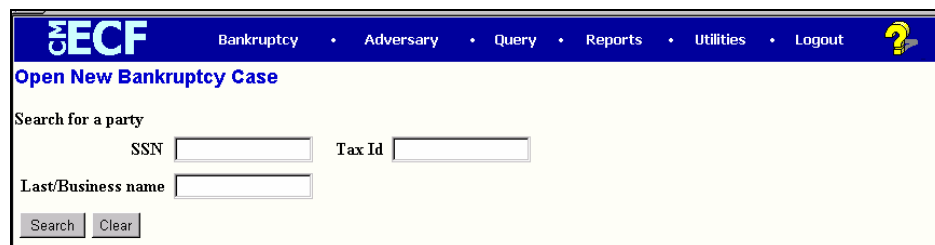
The screenshot shows the 'Open New Bankruptcy Case' form in the CM/ECF system. The form has a blue header with the CM/ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. A yellow question mark icon is in the top right. The form fields are as follows:

- Office: Des Moines (dropdown)
- Case type: bk (dropdown)
- Date filed: 5/6/2003 (text)
- Chapter: 7 (dropdown)
- Joint Petition: n (dropdown)
- Deficiencies: n (dropdown)

At the bottom are 'Next' and 'Clear' buttons.

- | | |
|---------------|---|
| STEP 1 | Select Office/Division |
| STEP 2 | Select Case type: bk |
| STEP 3 | Verify Date filed (unable to edit) |
| STEP 4 | Select Chapter type |
| STEP 5 | Select Joint Petition – y or n. If you enter y, an additional screen appears to enter the joint debtor information. |
| STEP 6 | Select Deficiencies – y or n |

Search for Party(s)



The screenshot shows the 'Search for Party(s)' form in the CM/ECF system. The form has a blue header with the CM/ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. A yellow question mark icon is in the top right. The form fields are as follows:

- Search for a party (text)
- SSN: (text input)
- Tax Id: (text input)
- Last/Business name: (text input)

At the bottom are 'Search' and 'Clear' buttons.

- | | |
|---------------|--|
| STEP 1 | Enter social security number, Tax Id or Last/Business name. You will repeat this process for the joint debtor. |
| STEP 2 | Click [Search]. |

If	Then
Debtor is found with identical information; i.e., SS#, address info, etc.	Click: [Select name from the list]
Debtor is not found	Click: [Create new party] Refer to EFGPart1, Chapter: Style Guide; Section: Create New Parties
Debtor is found and information is not an exact match	Click: [Create new party] Refer to EFGPart1, Chapter: Style Guide; Section: Create New Parties

Hints for Searching

- Searching is case sensitive.
- Include punctuation, ie., hyphen or apostrophe (O'Brien, 777-99-8888)
- Partial name entry is acceptable.
- Significant words or names are effective (Radio for Radio Shack or Northwest for Northwest Radiology.)
- Try alternative search clues if your first search is not successful.
- Wildcards (*) are not required but can be used.

Verify Party Information –if name selected from list

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Party Information
 Timothy L Johnson SSN: 483-40-4267

Office Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

ProSe Role

Party text

Alias... Review... Add all aliases before clicking the Submit button.

Submit Cancel Clear

- STEP 1** Verify Debtor information
- STEP 2** Enter Role type of Debtor
- STEP 3** Click [Alias], if applicable
- STEP 4** Submit when all data is entered

Create New Party – if name does not appear on the list

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Party Information

Last name First name

Middle name Generation Title

SSN 222-11-1234 Tax ID

Office Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

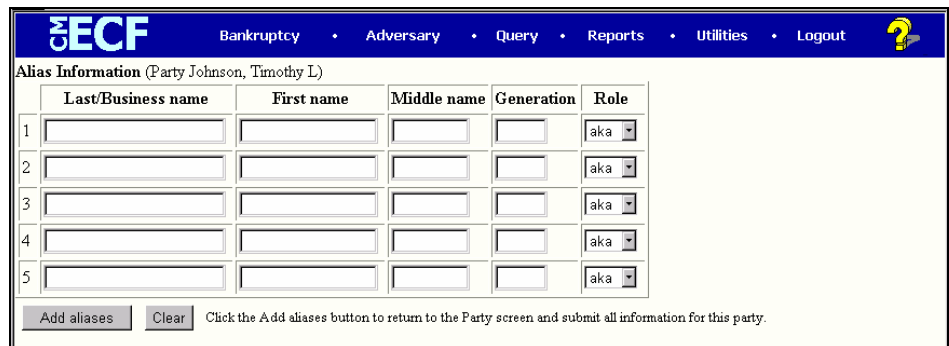
ProSe Role

Party text

Alias... Review... Add all aliases before clicking the Submit button.

Submit Cancel Clear

Add Alias



ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Alias Information (Party Johnson, Timothy L)

	Last/Business name	First name	Middle name	Generation	Role
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	aka
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	aka
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	aka
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	aka
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	aka

Click the Add aliases button to return to the Party screen and submit all information for this party.

- STEP 1** Enter Alias information
- STEP 2** Select Role type
- STEP 3** Click [Add aliases] when all data is entered to return to the Party Information screen.
- STEP 4** At the Party Information screen Click [Review] to view all debtor(s), alias and attorney information added.



ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Review attorneys and aliases
Timothy Johnson

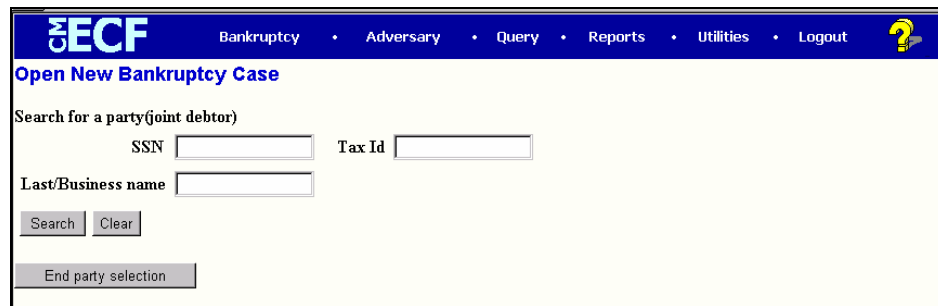
Uncheck to remove from list

Attorneys added:
None added.

Aliases added:
☒ Johnson, Tim (aka)

- STEP 5** Click Return to Party screens
- STEP 6** Click [Submit] (verify party screen) when all data is accurate.

Joint Debtor



The screenshot shows the CM/ECF web interface. The top navigation bar is blue with the 'ECF' logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. A yellow question mark icon is on the right. Below the navigation bar, the page title is 'Open New Bankruptcy Case'. The main content area is white and contains the following elements:

- Text: 'Search for a party(joint debtor)'
- Form fields: 'SSN' and 'Tax Id', each followed by a text input box.
- Form field: 'Last/Business name' followed by a text input box.
- Buttons: 'Search' and 'Clear' (small, grey).
- Button: 'End party selection' (small, grey, located at the bottom of the search area).

If you entered, y, after Joint Petition this additional screen appears to enter the joint debtor information. Enter joint debtor information in the same manner you entered the debtor information, selecting **joint debtor** as the party role and entering any aliases.

Caution: If you do not select joint debtor as party role, this has an adverse affect on the production of forms related to the case and discharge of the debtor and joint debtor.

Statistical Information

Failure to accurately enter statistical information may negatively impact the progress of the case and the information disseminated to creditors.

The screenshot shows the 'Open New Bankruptcy Case' form in the CM/ECF system. The form is titled 'Open New Bankruptcy Case' and has a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The form contains several sections for inputting case details:

- Type of debtor:** A group of checkboxes where 'Individual' is selected. Other options include Corporation, Partnership, Other, Railroad, Stockbroker, and Commodity Broker.
- Fee status:** A dropdown menu with 'Paid' selected.
- Nature of debt:** A dropdown menu with 'consumer' selected.
- Voluntary:** A dropdown menu with 'voluntary' selected.
- Origin:** A dropdown menu with 'Original' selected.
- Date split/transfer:** An empty text field.
- Asset notice:** A dropdown menu with 'No' selected.
- Estimated number of creditors:** A dropdown menu with '1-15' selected.
- Estimated assets:** A dropdown menu with '\$0-\$50,000' selected.
- Estimated debts:** A dropdown menu with '1 \$0-\$50,000' selected.

At the bottom of the form are 'Next' and 'Clear' buttons.

STEP 1	Select Type of debtor (defaults to individual) If you check a box other than individual, remember to deselect the individual box.
STEP 2	Select Fee status: <ul style="list-style-type: none"> • Paid. Your credit card is charged for the filing. • Installment: Your credit card is charged for the filing. You enter the amount of payment, i.e. \$50.00 or the amount of the first payment.
STEP 3	Select Nature of Debt (default is consumer)
STEP 4	Select Voluntary (default is voluntary)
STEP 5	Select Origin (default is Original)
STEP 6	Skip Date split/transfer
STEP 7	Select Asset notice, no for Ch 7 cases, yes for Ch 11, Ch 12 and Ch 13

STEP 8	Select Estimated number of creditors (default is 1-15)
STEP 9	Select Estimated assets (default is \$0-\$50,000)
STEP 10	Select Estimated debts (default is \$0-\$50,000)

Attach PDF Document

ALWAYS REVIEW PDF DOCUMENT BEFORE ATTACHING TO VERIFY THE CORRECT DOCUMENT APPEARS.

 No ☐ Yes'. At the bottom are 'Next' and 'Clear' buttons." data-bbox="230 305 802 462"/>

STEP 1	Click [Browse] and locate, review and attach your PDF document
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Caution: There are no attachments to a petition.

- The list of creditors is uploaded as a .txt file in a separate step.
- The Ch 13 Plan is a separate PDF document attached to the Ch 13 docket event.
- If payment is by installment, docket the Application for Installment Payment separately and attach the Application for Installments to the docket event, Application for Installment Payments.

Financial Data

Paid

Installment

Note: Chapter 11 cases show a deadline for receipt of First Meeting Information on this screen. This is for court use only.

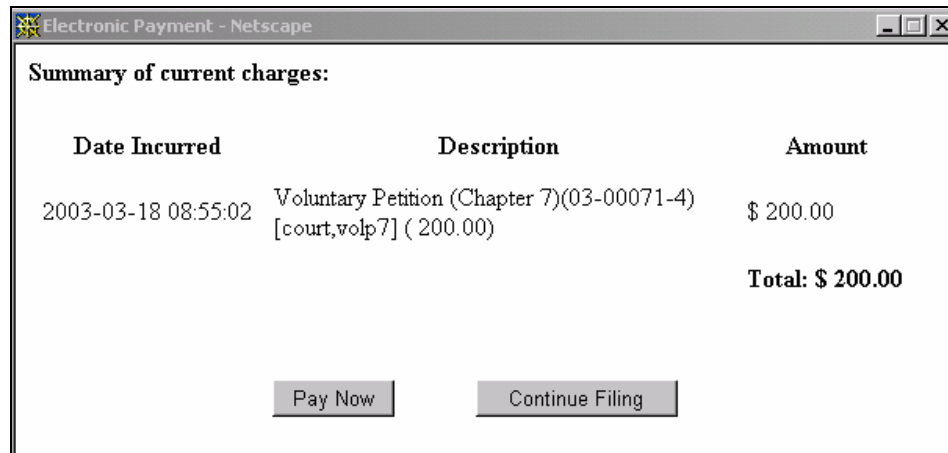
STEP 1	Do NOT enter a receipt #
STEP 2	Enter amount of payment if this is an installment

Docket Text

Review for accuracy. You cannot edit the docket text. If the docket entry requires modifications, use the [back] button to return to applicable screen and make corrections.

Note: The docket text for a Chapter 11 case shows the deadline for the First Meeting information date. The docket text for a Chapter 12 case shows the deadline for filing the Chapter 12 Plan.

Summary of Charges



Electronic Payment - Netscape

Summary of current charges:

Date Incurred	Description	Amount
2003-03-18 08:55:02	Voluntary Petition (Chapter 7)(03-00071-4) [court,volp7] (200.00)	\$ 200.00
		Total: \$ 200.00

Pay Now Continue Filing

A list of ALL charges you have accumulated for all filings done on this day appears for your payment.

STEP 1	Select Pay Now – if you are done entering all cases and pleadings with filing fees for the day. Select Continue Filing – if you have additional cases and pleadings with filing fees to enter. You will see the Summary of Charges screen again if you select Continue Filing and exit CM/ECF and enter the system again.
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Credit Card Information

You are electronically connected to the US Treasury site.

The screenshot shows a Netscape browser window with the title bar "US_Courts@iccc.gov: Payment Collections - Netscape". The main content area contains the following text and form elements:

Please enter your credit card information below:

Name: RACER
Total: \$200.00

Card Type:

Card Number:

Expiration Date:

For your privacy and protection,
the information submitted here is encrypted using 128-bit SSL.

STEP 1	Enter your Credit Card Type, i.e., Visa, Master Card, etc.
STEP 2	Enter your Credit Card Number
STEP 3	Enter your Credit Card Expiration Date

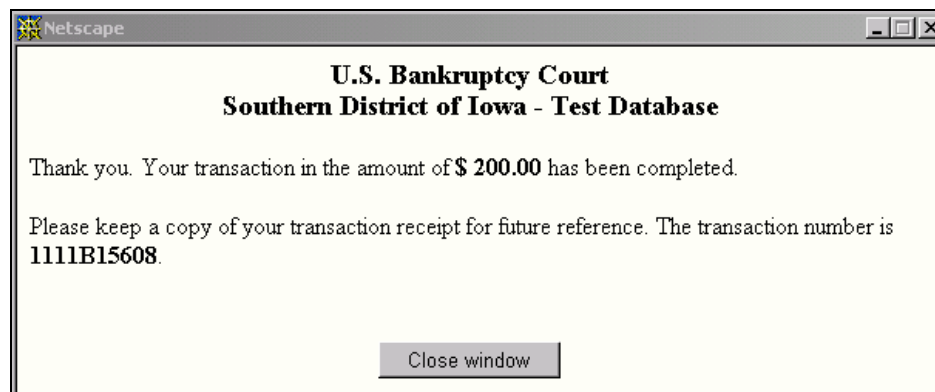
If you enter an invalid credit card number, the following message appears:

The credit card you have entered is invalid. Please check the number and try again.

Or, after three consecutive errors in data, the following message appears:

We are unable to complete your transaction. Please contact your local court for assistance.

Credit Card Transaction



Once the credit card transaction is approved the above message appears.

STEP 1	Save or print the e-mailed docket event related to the receipt transaction using the One Free View instructions on our website
STEP 2	Click Close window

Notice of Filing



Case Number appears with link to docket.
Click on Notice of Bankruptcy Case Filing to access the document. This notice includes the court seal.

With Case Opening

- 1 Case Number is assigned
- 2 Judge is assigned.
- 3 Voluntary petition event docketed
- 4 Credit Card charged for filing fee
- 5 Receipt information docketed


Upload Creditor Matrix

The creditor matrix **must** be uploaded before selecting Assign Trustee/341 Meeting Assignment.


 ADD

When the matrix is not received by the 7th day from the date of the filing of the petition, the courts will docket an Order Dismissing the Case for Failure to File Matrix.

STEP 1	Select Bankruptcy
STEP 2	Select Creditor Maintenance
STEP 3	Select Upload a Creditor Matrix File
STEP 4	Enter Case Number
STEP 5	Browse. Locate, review and attach the txt file
STEP 6	Verify number of creditors entered



Creditors Receipt	
Case Number	03-45
Total Creditors Added to Database	12

[File A Proof Of Claim](#)

[Return To Creditor Maintenance Menu](#)

Installment Payment

Docket Application to Pay Filing Fee in Installments and attach the installment application.

**Assign Trustee/341
Meeting**

The court will assign the trustee and 341 meeting date.

